

## 2004 CHARTS EXPLAINED

*Totals and averages are given on individual charts where meaningful*

### **Vermont Public Libraries, 2002-2003**

**Town** in which the library is physically located (Note: it may serve more towns)

**Library name**

**Population** of town or towns served using U.S. Census, 2000

**Hrs/Wk** – number of hours open weekly in winter

**Fyends** – ending date of last completed fiscal year, usually somewhere between 12/31/02 and 6/30/03

**MeetsStds** – whether or not the library meets the minimum standards for Vermont Public Libraries in 2004

### **Public Libraries serving \_\_\_\_\_ population, 2002-2003 staffing**

**Town** in which the library is physically located (Note: it may serve more towns)

**Population** of town or towns served using U.S. Census, 2000

**ALA-MLS** – fulltime equivalent librarians holding a Master's degree in Library Science from a program accredited by the American Library Assn.

**FTELibns** – number of fulltime equivalents on staff holding title of "Librarian"

**OthStaff** – number of fulltime equivalents on staff not holding title of "Librarian"

**TotFTE** – total fulltime equivalents, based on a 40 hour work week, on staff.

**VolHrs** – number of volunteer hours in a typical week.

**SqFt** – total square footage of library space.

**Hrs/Wk** – number of hours open to the public in a typical week in winter.

### **Public libraries serving \_\_\_\_\_ population, 2002-2003 income**

**Town** in which the library is physically located (Note: it may serve more towns)

**LocalTax** – local tax funds received during fiscal year. This may include funds from more than one municipality. Usually does not include in-kind support such as heat, lights, rent, etc.

**StateInc** – grant funds received from the Department of Libraries

**OtherInc** – funds received from interest on endowments and savings, fundraising, and other local sources. Does not include in-kind support.

**TotalInc** – total income received from all sources including local tax, other income, grants, etc.

**PCTax** – per capita tax support, derived by dividing LocalTax by Population (usually of all towns served).

**Grants** – total grants received, mostly for operating, from a variety of sources, including the Vermont Public Library Foundation/Freeman Foundation, Turrell Fund, Vermont Council on the Humanities.

### **Public libraries serving \_\_\_\_\_ population, 2002-2003 expenses**

**Town** in which library is physically located.

**Salaries** – amount spent on staff salaries during fiscal year.

**EmpBen** – amount spent on employee benefits such as social security, health insurance, retirement, etc. In some cases, tax funds spent on behalf of the library for employee benefits are not included if they do not come out of the library's operating budget.

**TotStExp** – total staff expenditure, including salaries and employee benefits.

**CollExp** – amount spent on materials in collection, including books, magazines, audio visual items, electronic materials, etc.

**OthExp** – other library operating expenses such as utilities, programming, publicity, building maintenance, etc. Does not include capital expenses.

**TotExp** – total operating expenditures. Does not include capital expenses.

**PCTotExp** – total operating expenditures per capita, derived by dividing TotExp by Population (usually of all towns served).

**Capital** - capital outlay, usually one-time expenses for building renovation or expansion

**Public libraries serving \_\_\_\_\_ population, 2002-2003 book holdings**

**Town** in which library is physically located

**CollExp** – amount spent on materials in collection, including books, magazines, audio visual items, electronic materials, etc.

**PCCollnExp** – per capita collection expenditure, derived by dividing CollExp by Population (usually of all towns served).

**AdBks** – number of adult books (volumes) owned.

**JuvBks** – number of juvenile (children's) books owned.

**Books** – total number of books (volumes) owned

**PCVols** – volumes of books owned per capita, derived by dividing Books by Population (usually of all towns served).

**Public libraries serving \_\_\_\_\_ population, 2002-2003 other holdings**

**Town** in which the library is physically located.

**Audio** – total number of audio items owned.

**Video** – total number of video items owned.

**ElecForm** – total number of items in electronic format (CD-ROM, computer diskette, etc.) owned for all ages.

**AdSubs** – number of adult magazine subscriptions received, both purchased and as gifts.

**JSubs** – number of juvenile magazine subscriptions received, both purchased and as gifts.

**Subscrip** – total number of magazine subscriptions received, both purchased and as gifts.

**Public libraries serving \_\_\_\_\_ population, 2002-2003 services**

**Town** in which the library is physically located.

**Hrs/Wk** – hours open weekly in winter

**AdBorr** – number of adults registered as borrowers

**JBorr** – number of children (0-14) registered as borrowers

**RegBorr** – total number of people registered as borrowers.

**%RegBorr** – percentage of population registered as borrowers, derived by dividing RegBorr by Population (usually of all towns served), and multiplying by 100. Libraries are asked not to supply these numbers if files have not been purged in the last five years.

**Visits** – total number of people visiting the library for any reason during the year. Many libraries collect this data using a sampling method.

**PCVisits** – visits per capita, derived by dividing Visits by Population (usually of all towns served).

**RefTrans** – total number of reference transactions during the year. Many libraries collect this data using a sampling method. A "reference transaction" is defined as an information contact involving the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff.

**PCRef?** – reference transactions per capita, derived by dividing RefTrans by Population (usually of all towns served).

**Public libraries serving \_\_\_\_\_ population, 2002-2003 services**

**Hrs/Wk** – hours open weekly in winter

**AdCirc** – number of adult materials of all types circulated during the year.

**ChilCirc** – number of juvenile (children's) materials of all types circulated during the year.

**TotCirc** – total number of materials of all types circulated during the year.

**PCCirc** – per capita circulation, derived by dividing Circ by Population (usually of all towns served).

**ILLTo** – number of items provided on interlibrary loan to other libraries.

**ILLRec** – number of items received on interlibrary loans from other libraries, including the Department of Libraries, other public libraries, and school, college, and special libraries nationwide. Does not include bulk loans from the Department of Libraries.

**Public libraries serving \_\_\_\_\_ population, 2002-2003 programs and outreach**

**#AdProg** – number of programs aimed primarily at adults and sponsored by the library.

**#Jprog** – number of programs aimed primarily at children and sponsored by the library. Weekly storyhours or any series of programs are counted as separate programs.

**#Progs** – total number of programs for all audiences.

**AProgAtt** – number of people who attended adult programs during the year.

**JProgAtt** – number of people who attended children's programs during the year. This can include adults who attended children's programs.

**ProgAtt** – total program attendance.

**HomeDel** – number of deliveries made to individuals' homes during the year.

**DayCDel** – number of deliveries made to day care providers during the year.

**OtherDel** – number of deliveries made to other sites such as senior meal sites, recreation programs, bookmobile stops, swimming pools, etc. during the year.

**Public libraries serving \_\_\_\_\_ population, 2002-2003 computer services**

**#PCs** – number of personal computers owned by the library.

**#PubPCs** – number of personal computers owned and available for public use. This may include computers that are also used by staff.

**Type/Access** – Type of internet access: Dial up, High Speed (DSL, cable, etc.), Not Applicable

**ElecUsers/Wk** – number of people using the library's computer resources (e.g., internet access, public access computers, CD-ROMs, online catalog) during a typical week

**#Trained** – number of staff and members of the public trained to use the library's computer resources during the year.